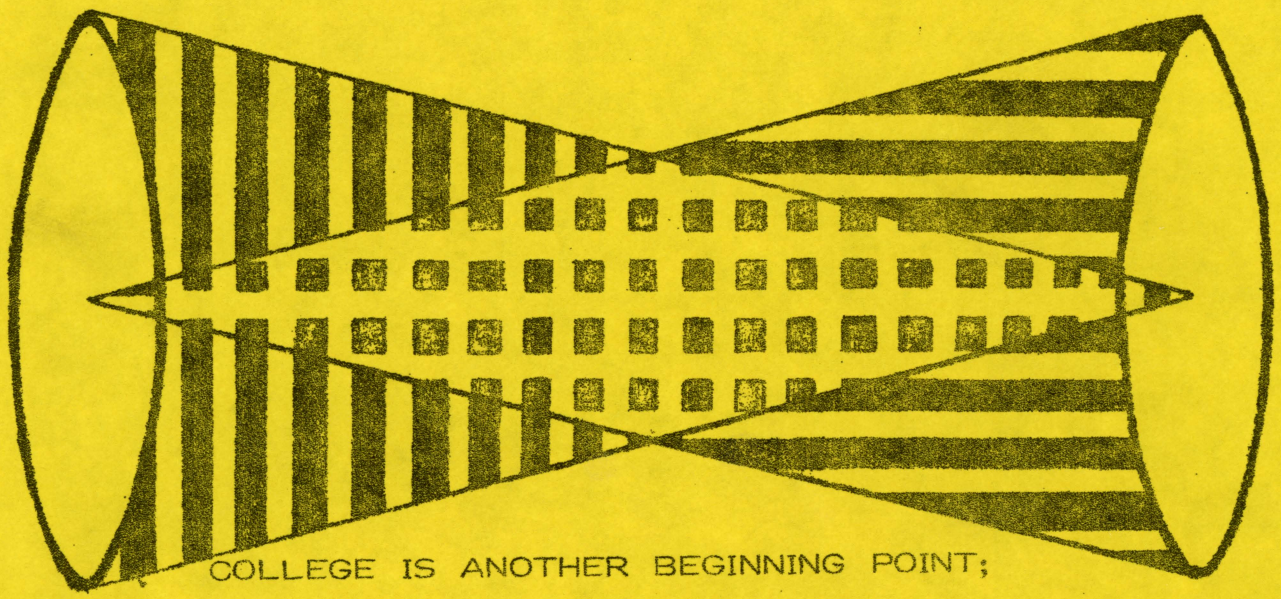
STUDENT HANDBOOK 1974 - 1975



COLLEGE IS ANOTHER BEGINNING POINT;
REMEMBER THE PAST AND LOOK FORWARD TO THE FUTURE.

Villa Julie College
Stevenson, Maryland 21153

THE VILLA JULIE COLLEGE SEAL

The dove symbolizes freedom, peace, individuality, poise, gentleness, love. The dove is ready for flight with strength in her wings, not too easily frightened, but forever alert to all that is happening around her.

The branch she stands on symbolizes life, growth, rootedness, the Seven Oaks.

The background of the seal, emphasizing the dove, is technically called the valley and is in green, symbolizing the Green Spring Valley; the green leaves express life, growth, hope.

The open rim signifies the college's efforts toward openness and its belief in open-ended education.

The seal as a unit symbolizes simplicity, as well as incorporation into the scholarly tradition of the past since the general design is derived from a medieval gothic seal.

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My dear students,

Welcome to Villa Julie. The two years you spend here will be a time of learning and growth, much joy and some pain, for all growth involves pain.

This student handbook should help you over the rough spots. And for any questions this book does not answer, one of the counselors, one of your instructors, or the Dean or I will be glad to help you. Don't ever hesitate to ask us.

These two years, short as they will seem when you look back on them in a few years, are precious. They represent your time to find yourself, in relative peace and with the freedom to explore, to question, and to learn.

The faculty and I look forward to helping you achieve your best goals.

Your devoted,

Sister Mary Stephen, S.N.D.
President

WELCOME FELLOW STUDENTS!

On behalf of the student body, the Student Government Association bids you a hearty welcome to Villa Julie College. We hope that this year will bring you great success in both your academic and extra-curricular endeavors.

The Student Handbook has been prepared to acquaint you with the policies and procedures of the College. Should you have questions or problems not covered in the Handbook, the members of the Student Government, Faculty, and Administration are willing and anxious to assist you in any way they can.

One of the best ways to promote communication and cooperation among fellow students, faculty members, and administrators is by becoming involved in the various activities of the campus. We have tried to provide a structure within the Student Government so that you can become involved. Please take time to read the Constitution of the Student Government Association, which you will find on the following pages of the Handbook. We have recently rewritten it to provide you with the best representation and also to give you an opportunity to express your talents and interests through the various committees.

The office of the Student Government Association will be located in the Student Center. We are anxious to meet you, so please stop by to say hello.

With your help and support, we can make this the happiest and most fulfilling year for you and for the College.

Best wishes for success,

ANN HOWARD, President
Student Government Association

ACADEMIC CALENDAR--1974-1975

FIRST SEMESTER

August	
26 (M)	Faculty Meeting, 10:00 a.m.
27 (T)	Registration (Fr.)
28 (W)	Registration (Fr.)
29 (Th)	Registration (Sr.)
September	
3 (T)	Opening Session
4 (W)	Classes begin, 8:00 a.m.
10 (T)	Last day to add a course
October	
11 (F)	Columbus Day Holiday
18 (F)	End of First Quarter
29 (T)	Last day to drop a course
November	
11 (M)	Veterans' Day Holiday
28-29	Thanksgiving Holidays
December	
2 (M)	Classes resume, 8:00 a.m.
16-20	First Semester Examinations

December 21-February 2 - Semester Break

SECOND SEMESTER

February	
3 (M)	Classes begin, 8:00 a.m.
7 (F)	Last day to add a course
17 (M)	Washington's Birthday Holiday
March	
21 (F)	End of Third Quarter
26 (W)	Last day to drop a course
27-28-31	Holiday
April	
1 (T)	Classes resume, 8:00 a.m.
May	
19-23	Final Examinations
25 (S)	Commencement Day

INTERIM CONSTITUTION
OF THE STUDENT GOVERNMENT ASSOCIATION

Article I
Name

The name shall be the Student Government Association of Villa Julie College.

Article II
Membership

All students of Villa Julie College shall be members of the Student Government Association, sharing its responsibilities and entitled to its privileges.

Article III
Purpose

The purpose of this organization is to facilitate student participation in campus government by bringing about increased individual and group understanding of the responsibility of democratic life and by promoting positive ideas and actions in the interest of the college.

Article IV
Authority

The Villa Julie College Student Government Association derives its authority for self-governing in all non-academic matters from the administrative officers of the college, without in any way diminishing the responsibility of these officers for the entire college.

Article V
Student Government Council

The executive council shall consist of eight members elected for a three-semester term and the Director of Student Activities. During the first semester of the academic year the members shall fill their respective offices of President, President-elect, Vice-President, Vice-President elect, Secretary, Secretary-elect, Treasurer, and Treasurer-elect. During the semester following Council elections, the officers-elect shall assume full responsibilities of their offices for two semesters. The retiring officers shall remain as Council members and shall serve as advisors and assistants for the third semester of their term. All but the Director of Student Activities shall have the voting privilege.

Section A

The executive council members shall be elected annually by the members of the association.

Section B

Each candidate for office must have a grade point average of 2.5 or better, based on mid-term grades, and maintain a grade point average of 2.0 for the duration of the office.

Section C

Three unexcused absences per semester on the part of any member of the Council shall automatically create a vacancy which shall be filled.

Section D

Those positions made vacant because of resignations or dismissal shall be filled by proceedings established by the Committee for Elections.

Section E

No group or individual other than the executive council may remove any member, elected or non-elected, from office.

Section F

The duties of the officers of the association are as follows:

1. It shall be the duty of the President:
   A. To preside at the meetings of the Council.
   B. To represent the student body on all public occasions.
   C. To call special meetings whenever the need shall arise.
   D. To appoint and create special committees and voting representatives as are necessary for the efficient function of the Council subject to the approval of the Council.
   E. To determine the validity of excuses for absences of the Council members.
   F. To serve as chairman of the Committee for Student Center Environment.
2. It shall be the duty of the Vice-President:
   A. To act in the capacity of the President in the absence of the President and if the office of President shall be vacated.
   B. To serve as chairman of the Committee for Elections and Committee for Mixers and Dances.
   C. To fulfill such other duties as designated by the President.

3. It shall be the duty of the Secretary:
   A. To keep minutes and other necessary records of the Council, annual elections, and such other matters as should become a part of the records.
   B. To furnish within forty-eight (48) hours of each weekly meeting mimeographed minutes of the meeting to all members of the Council, and to the President of the college.
   C. To post the agenda for general meetings no later than twenty-four (24) hours prior to the scheduled meeting.
   D. To take attendance at regular and special council meetings.
   E. To serve as chairman of the Committee for Publicity.

4. It shall be the duties of the Treasurer:
   A. To see that all funds of the Council are received and properly disbursed.
   B. To sign checks and meet weekly in conjunction with the Director of Student Activities.
   C. To prepare a written report of the monies received and disbursed which is to be submitted the 15th of each month.
   D. To prepare a mimeographed, detailed report of the Treasury every three months.
   E. To prepare and submit annually a budget to the President of the college and to the Council prior to the end of the Spring Semester.
   F. To perform such other duties as designated by the President of the Council.
   G. To serve as Chairman of the Committee for Cultural Events.

5. It shall be the duties of all officers and officers-elect:
   A. To represent the opinions of their class at meetings of the Council.
   B. To keep the members of their class informed concerning the actions and policies of the Council and to clarify rules of the Association when necessary.
   C. To participate as an active member of a standing committee on a regular on-going basis.
   D. To perform such other duties as designated by the President of the Council.

6. It shall be the duties of non-elected representatives:
   A. To represent the opinions of the respective clubs and committees.
   B. To keep the Council informed as to actions and decisions made by their respective groups.
   C. To keep their respective clubs and committees informed concerning the actions and policies of the Council.
   D. To perform such other duties as designated by the President of the Council.

Article VI
Meetings

Section A. Regular Meetings

The Council shall meet once each week at a time to be decided upon by the Council.

Section B. Special Meetings

Five-eighths of the Council may request the President to call a special meeting of the Council, or the President of the Council may request a special meeting to be called. The President shall cause all members to be informed of special meetings at least two days in advance of said meetings. Only in cases of special emergency or unusual circumstances may any shorter notices of special meetings be given.

Section C. Quorum

A quorum consists of five-eighths of the voting Council membership.

Section D. Procedures

Meetings shall be conducted according to rules of procedures as stated in the Constitution and in Robert's Rules of Order. The President shall appoint a Parliamentarian.

Article VII
Campus Organizations

Section A. New Organizations

The Council must approve the Constitution and/or by-laws of all new organizations and clubs before they become recognized as official organizations of the college. Monies will be appropriated only to recognized organizations, clubs and committees.

Section B. Review

The Council shall reserve the right to review any Council-approved organization.

1. Each organization shall be prepared to submit a report of its activities as the Council deems it necessary.
2. The Council shall use this right to determine an organization's value and to help co-ordinate the organization's functions with other areas of campus life.

Article VIII
Standing Committees

The following standing committees are recognized by the Student Government Council:

I. Committee for Student Center Environment

A. Membership: The members shall be interested students, President of the Student Government, who shall act as the chairman, and the Director of Student Activities, who shall act as advisor.

B. Duties:

1. To create and maintain an attractive physical environment for the Student Center.
2. To provide and promote a Student Center atmosphere of relaxation and cooperation either by the initiative of the committee or in conjunction with other appropriate committees.
3. To perform such other functions as are requested by other committees of the council when these activities are within the scope of this committee.

II. Committee for Mixers and Dances

A. Membership: The members shall be all interested students, the Vice-President of the Student Government, who shall act as chairman, and the Director of Student Activities, who shall act as advisor.

B. Duties:

1. To plan, promote, and execute all phases of the event.
2. To follow established procedures for planning activities.
3. To recruit additional help from the student body when the committee membership is not sufficient to provide the above services for any one particular event.

III. Committee for Elections

A. Membership: The members shall be the Vice-President of the Student Government, who shall act as chairman, the three student government officers, and the Director of Student Activities, who shall act as advisor.

B. Duties:

1. The Committee for Elections shall be responsible for conducting annual Student Government Council elections.
2. It shall establish necessary procedures for the filling of vacancies created within the Council.

IV. Committee for Publicity

A. Membership: The members shall be any interested students, the Secretary of the Student Government, who shall act as chairman, and the Director of Student Activities.

B. Duties: The committee shall publish the student handbook, yearly calendar of events, and the student-faculty directory. It shall be responsible for the maintaining of the Student Center bulletin boards.

C. It shall perform such other functions as are designated by the Student Government Council, or as are requested by other committees of the Council, when these activities are within the scope of this committee.

V. Committee for Cultural Events

A. Membership: The committee shall consist of all interested students, the Treasurer of the Student Government, who shall act as chairman, and the Dean of Students, who shall act as advisor.

B. Duties:

1. To provide support services for the following events: Drama and Glee Club productions, Baccalaureate Service, and the Festival of Fine and Lively Arts.
2. These services, when appropriate, shall include
   a. Promotion (ticket sales)
   b. Ushers
   c. Refreshments.
3. To recruit additional help from the student body when the committee membership is not sufficient to provide the above services for any one particular event.

VI. Committee for Special Activities

A. Membership: The committee shall consist of all interested students, a chairman to be appointed by the President of the Student Government Council, and the Director of Student Activities who shall act as advisor.

B. Duties:

1. To initiate, plan, coordinate, and execute regularly scheduled events and activities for the benefit of the student body.
2. To follow established procedures for planning activities.
3. To recruit additional help from the student body when the committee membership is not sufficient to provide the above services for any one particular event.

Article IX
Elections

Section A. Qualifications for Membership to Executive Council

1. At the time of election, each student seeking membership must have a grade point average of 2.5 or better and maintain a grade point average of 2.0 for the duration of the office.

2. At the time of election, each student seeking membership must carry a minimum of 9 credits, and may not be officer of any other campus organization.

Section B. Elections to the Executive Council

1. All yearly nominations and elections will be conducted by an Election Committee chaired by the Vice-President of the Student Government Association, assisted by the Director of Student Activities.

2. All nominations are by self-nomination and open nominations except in cases where an office has no nominees, in which case the election committee selects no fewer than two and no more than five possible candidates.
   a. In order to be considered an eligible candidate for office, a student must obtain a petition from a member of the election committee and have it signed by 5% of the student body.
   b. In order to be considered an eligible candidate for office, the student must have the petition signed by the Registrar to validate that the student has at least a 2.5 average.

3. Nominations for President-elect, Vice-President-elect, Treasurer-elect, Secretary-elect will take place during the tenth week of the First Semester, with elections of those people taking place during the twelfth week.

4. Election procedures will be initiated during the first week of November.

5. In the election of officers a 2/3 majority vote shall control. When there are three or more candidates and no candidate receives a 2/3 majority vote, then a second ballot will be conducted the following school day at which time the candidate receiving a simple majority will have the office. In the event that there are only two candidates for an office, then a simple majority will rule.

Article X
Amendments and By-Laws

Section A. Amendments

1. Amendments may be introduced in writing by two members of the Council or by a petition signed by at least ten percent of the members of the Association.

2. A motion to adopt the amendment cannot be voted upon at least until the first ensuing meeting of the Council after the amendment is proposed.

3. All proposed amendments must be voted upon within one month after proposal, must be carried by a 2/3 vote of the voting membership of the Council, and shall become effective immediately upon ratification.

Section B. By-Laws

1. A by-law or revision of a by-law may be introduced in writing by any Council member.

2. By-Laws may be acted upon at the time of presentation, shall require a 2/3 vote of the voting membership of the Council in order to carry, and shall become effective at the time of ratification.

ACADEMIC REGULATIONS

ATTENDANCE POLICY

The faculty of Villa Julie College believes that what their students most need is not coercion; rather, the emphasis in a college should be on communication of truth, along with guidance, trust, and daily opportunities for free and responsible action (including necessarily the opportunity to learn from one's mistakes as well as from one's achievements). Therefore, there are no sanctions regarding all students' attendance of classes. Each student will be responsible for his own class attendance.

Every student is responsible to achieve in some way the material covered or the skills exercised during scheduled classes. Grades will be based on demonstrated achievement of the objectives of the course, not on appearance in class as such.

GRADES AND REPORTS

The academic standing of a student is determined by the quality and quantity of his work. For admission into the senior class, a student must have completed a minimum of thirty semester hours of satisfactory grade.

Grades are determined by the students' achievement in class work and by the midterm and final examinations.

Grades are issued at the end of each quarter. The first and third quarter marks are advisory; the semester grades determine actual academic standing.

The grading system is as follows:

A	Unquestioned excellence; outstanding achievement.
B	Above average attainment.
C	Satisfactory mastery of essentials.
D	Mere fulfillment of minimum requirements; inferior performance (only three hours of D in any one semester will be counted toward a degree). Generally not accepted for transfer credit.
F	Failure; no credit for the course.
I	Incomplete - the grade of "I" will be granted only by written request, and is subject to approval of both the Dean of the College and the instructor. An "I" which is not removed in four weeks automatically converts to an "F". No quality point average will be computed for a student while any course remains incomplete.

QUALITY POINT AVERAGE

Rank in class, academic standing, class promotion, graduation and honors are based on the quality ratio. This is computed by multiplying the number of semester hours of credit by the quality points given to the grade, and dividing the sum of the products by the total number of semester hours carried. The quality points allotted to each letter grade are as follows:

A	4 quality points
B	3 quality points
C	2 quality points
D	1 quality points
F	0 quality points

Therefore, if a student earned an A, a B and 2 C's for four three-credit courses and an A for a four-credit course, the quality point average (QPA) would be figured as follows:

	quality points		credits		
A =	4	×	3	=	12
B =	3	×	3	=	9
C =	2	×	3	=	6
C =	2	×	3	=	6
A =	4	×	4	=	16
			16		49

49 divided by 16 = 3.0625

In any one semester only three credits in D are counted for the degree and computed in the quality point average.

DEAN'S LIST

Students who earn a quality ratio of 3.4 in any semester have their names placed on the Dean's List.

ACADEMIC STATUS

Any student who has attempted 9 to 16 semester hours of credit and whose quality point average falls below 1.50 is assigned probationary status for that semester. A student who has attempted 17 to 28 semester hours of credit and whose quality point average falls below 1.90 is considered on academic probation. After a student takes 28 or more credits, he must achieve a quality point average of 2.00 in order to be assigned regular academic status.

GRADUATION REQUIREMENTS

In order to qualify for the degree of Associate in Arts, the Student must meet the following requirements:

-Successful completion of a curriculum approved for the student by the College.
-Satisfactory completion of a minimum of sixty hours of academic credit, in addition to the two courses in physical education required for all students.
-Earn no less than 30 hours of credit at Villa Julie College.
-Earn a quality point average of 2.00 or more ("C" average or better).
-Earn at least 40% of the credit hours in the Arts and Sciences:
Two courses in English Composition and Literature

One course in Speech OR Drama
One course in the Fine Arts (Art, Music, Dance)
One course in Philosophy

(continued)

One course in Religion
One course in the Social Sciences (History, Political Science, Sociology, Economics)
One course in Mathematics or Science (Psychology, Physical Science, Biology, Chemistry)

-Satisfactory compliance with all the general regulations of the College.

It is the responsibility of the student to see that these requirements are fulfilled.

Any student intending to continue his education should check the requirements of the institution to which he expects to transfer.

LATE REGISTRATION

A student unable to be present at the scheduled registration hour may make arrangements with the Registrar for accomplishing this matter. A fee of $5.00 will be charged for each early or late registration.

SCHEDULE CHANGES

A student's program of studies is made out in consultation with the Dean of the College.

Any student who wishes to add a subject may do so only during the first week of classes each semester.

A student is permitted to drop a course up to 8 weeks after the semester begins. After that time any student who drops a course receives a grade of "F".

There will be a fee of $1.00 charged for each change in schedule made after registration is complete.

COURSE LOAD

The normal student load is from 15 to 17 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 17 hours in any one semester without the permission of the Dean of the College. There is an additional tuition charge for credits over 17 hours.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus a student who does satisfactory work in a class that meets 3 lecture hours a week for one semester receives three credits for that class.

TRANSCRIPT REQUESTS

Transcripts of a student's record will be sent to other educational institutions and organizations only upon written request of the student concerned. The student must submit a request form, and a fee of $1.00 to the Registrar before the transcript is issued. Official transcripts are not issued to the individual student or graduate. All financial obligations to the College must be met before a transcript is issued.

WITHDRAWAL PROCEDURES

A student planning to withdraw from the College should understand that his record is not complete until he has officially withdrawn. The student must meet with a counselor and complete a Notice of Withdrawal Form and file this with the Registrar of the College.

A student must withdraw in person; however, in special cases a student may request by letter to be withdrawn.

The College reserves the right to ask a student to withdraw for reasons of unsatisfactory academic work or conduct detrimental to the spirit and operation of the College.

EXAMINATION POLICY

Examinations must be taken at the scheduled hour. If a student is unable to be present at the scheduled hour for the examination, he must present his reason in writing to the Registrar, and after securing the approval of the instructor (who must devise a new examination) the student may make arrangements with the Registrar for taking the examination. However, a fee of $10.00 will be charged for each early or late examination.

Students who have a conflict in their exam schedule should inform the Registrar. They will take their exam in a special "conflict room." The student will pick up the exam at the assigned time from the instructor and take it to the room set aside for conflicts.

DELAY OF INSTRUCTOR

If an instructor is late for class, the students should contact the Dean's office to find out if a message was left for the class, and what time the instructor is expected.

Students should wait for the instructor in the classroom at least ten minutes before leaving class for the day.

LIBRARY

BORROWING PROCEDURES

Three types of books are available in the library: circulating, reference and reserve.

Circulating books are shelved on the first floor. Books may be borrowed for four weeks and renewed if there have been no prior requests. The fine for overdue books is five cents per book for each college day.

Reference books are consulted for information but are not intended to be read through. The books can be identified by the "R" above the call number. Reference books may not be taken from the library.

Periodicals

Current issues are shelved on the first floor. Back issues are bound and shelved on the second floor in alphabetical order. A list of the periodicals in the Villa Julie College Library is available at the circulation desk. Periodicals may not be taken from the library.

Audio-Visual Aids

Equipment and materials are requested at the circulation desk by means of requisition forms. Two listening rooms are available at the rear of the library. All equipment and materials must be returned immediately after their use.

Reference, Services

The library staff will be glad to help you in locating materials for your research.

Lost Books and Magazines

Each student is responsible for the book or magazine which is checked out in his or her name. Lost books and periodicals will be charged according to the current price.

Hours

Library hours are posted at the library entrance.

Reserve books are those which faculty members have selected for special assigned readings. Request reserve material at the circulation desk and sign the enclosed card. There will be twenty-five cents per hour charged for overtime reserve materials.

WHOM TO SEE FOR INFORMATION

Dean of the College	Sister Helen Lawrence Learning Center, Administration Wing
Dean of Students and Counselor	Mrs. Lois O'Brien Ground Floor, Student Center
Business Manager	Miss Betty Lou Lyons Learning Center, Administration Wing
Director of Admissions	Mr. Robert Koermer Founders' Hall, 1st Floor
Director of Student Activities	Mr. Manus J. O'Donnell Main Floor, Student Center
Director of Student Financial Aid	Sister Mary Bernadette Learning Center, Colonnade Side
Director of Placement	Mrs. Anne Shelton Ground Floor, Student Center
Registrar	Sister Mary Alice Dante Learning Center, Administration Wing
College Nurse	Mrs. Dorothy Sprinkle Founders' Hall, 2nd Floor

Student Counselors

If you feel the need or urge to talk to a fellow student about anything -- be it scholastic, personal, or just "shooting the breeze" -- the student counselors are located on the ground floor of the Student Center. The hours that they are available are posted on the bulletin board.

INFORMATION AT A GLANCE

FOR	WHO	WHERE
Academic Program	Dean of the College	Administration Wing
Address Change	Registrar	Administration Wing
Admissions	Director of Admissions	Founders' Hall
Athletic Equipment & Bicycles	Athletic Room	Founders' Hall
Books and Supplies	College Store	Founders' Hall
Clubs and Activities	Director of Student Activities	Student Center
Course Changes	Registrar	Administration Wing
Absence of Instructor	Dean of the College	Administration Wing
Faculty Office Hours	Posted on Their Doors	See Map Section
Fees, Charges, Tuition	Business Manager	Administration Wing
Food Machines	Director of Student Activities	Student Center
Grades	Registrar	Administration Wing
I.D. Cards	Director of Student Activities	Student Center
Illness or Injury	College Nurse/Director Stud. Activ.	Founders' Hall/Stud. Ctr.
Jobs, part or full time	Placement Director	Student Center
Lockers	Director of Student Activities	Student Center
Lost and Found	Director of Student Activities	Student Center
Parking Permits/Fines	Director of Student Activities	Student Center
Personal Problems	Dean of Students/Counselor	Student Center
Scholarships and Loans	Director of Financial Aid	Learning Center
Scholastic Problems	Dean of College/Dean of Students	Adm. Wing/Stud. Ctr.
Social Activities	Director of Student Activities	Student Center
Student Government	Director of Student Activities	Student Center
Student Publications	Director of Student Activities	Student Center
Test Interpretations	Dean of Students	Student Center
Transcripts	Registrar	Administration Wing
Transfer Information	Dean of the College	Administration Wing
Vocational Planning	Dean of Students	Student Center
Withdrawal from College	Dean of Students/Registrar	Stud. Ctr./Adm. Wing

STUDENT SERVICES

COUNSELING SERVICE

The Counseling Office is located on the ground floor of the Student Center. The service is offered to assist students with the range of personal, vocational and academic needs which they may encounter during their years at Villa Julie College.

Individual and group counseling and advisement are available in such areas as: study techniques, career exploration and vocational testing, and personal and social adjustment. Students are encouraged to use these services as their needs require.

The relationship students establish with the counselor is based on the principle of confidentiality as standard ethical practice.

PLACEMENT SERVICE

The Placement Office assists students and alumnae in securing full time and part time employment. In addition, the Placement Director works with seniors in securing positions for internship.

Services include informing students of job opportunities, pre-screening job applicants, and maintaining placement credentials for all registered students and alumnae.

Career Awareness programs, involving guest speakers from the business, government and professional community, are scheduled throughout the year.

HEALTH SERVICES

There is a registered nurse available for routine first aid and emergencies. An infirmary with adjoining bath and nurse's office are located on the second floor of Founder's Hall. When the nurse judges it desirable, specialists who are registered with the college, may assist with any referrals.

FINANCIAL AID

The Financial Aid program at Villa Julie College is designed to assist any student who can demonstrate a need for financial help in order to pursue or continue his college education. The amount of financial assistance a student may receive depends solely upon his need - taking into account his own financial resources, those of his parents, and the cost of attendance at Villa Julie College.

A student seeking financial assistance may receive it in the form of a loan, a scholarship, a grant, on-campus employment, off-campus employment, or any combination of these aids depending on the particular circumstances. The Financial Aid Committee is responsible for formulating policy in regard to

financial assistance and the Director of Student Financial Aid is responsible for executing this policy.

THE COLLEGE STORE

The College Store is located on the first floor of Founders' Hall. Students may obtain textbooks, school supplies, cards, stationery, posters, pennants, VJC car stickers and gifts. The College Store is open daily.

I.D. CARDS

Identification cards will be issued to each student at Fall registration. The I.D. card, upon presentation, entitles Villa Julie College students to free or reduced admission to mixers, dances, Drama and Glee Club presentations. Student discounts are also available at selected stores and establishments throughout the area.

The initial cost of the I.D. card is covered by the Student Activity fee. Losses should be reported to the Student Government office. A charge of $5.00 will be made for the replacement of a lost card.

FOOD SERVICE

Food service is provided by vending machines located in the Student Center. Hot and cold lunches, snacks, beverages, and desserts are available. Periodically, special luncheons are prepared by various campus groups for the enjoyment of the campus community.

LOCKERS

The locker room is located on the ground floor of the Student Center. Lockers are assigned by the Director of Student Activities during freshman orientation.

Locks are not essential for lockers; however, those using locks are asked to register the combination with the Director of Student Activities.

MAILBOXES

Student mailboxes are located in Founders' Hall near the food service area. Each mailbox has the student's name above it. Senior boxes are located on the west wall; freshman boxes, on the north wall.

Although the mailboxes are open, the right of privacy must be observed.

Students are asked to check their mailboxes daily.

LOST AND FOUND

Report all lost-and-found articles to the secretary of the Student Personnel Department on the ground floor of the Student Center.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES AND AWARDS

Villa Julie College honors the following traditions:

VJ Pin

The VJ Pin is awarded at graduation to the student, or students, who exemplify the ideals of the college in an outstanding manner. Recipients of the award are selected by a committee of administration, faculty and staff.

Unsung Senior Award

The Unsung Senior Award is given during commencement week to the senior who with nor formal recognition, unselfishly and unceasingly gave of himself and his time to the college. The recipient is nominated by faculty and senior students and voted upon by the Senior Class.

Joan Suzanne Gregory Award

The Joan Suzanne Gregory Award is presented at graduation to the outstanding graduate of the Medical Secretarial program. This student has exhibited superior performance in secretarial skills, outstanding achievement in the Medical studies, above average achievement in liberal art studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Medical Secretarial Program.

Edna A. Sweeney Award

The Edna A. Sweeney Award, for the outstanding senior in the Business/Legal Secretarial Program, is presented at graduation to the student who has exhibited superior performance in secretarial skills, outstanding achievement in Business/Legal studies, above average achievement in liberal arts studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Business/Legal Secretarial Program.

Evalyn M. Stevenson Award

The Evalyn M. Stevenson Award, presented to the outstanding senior in the Child Study Program at graduation, honors the student who has manifested cultural and intellectual interests, exhibited superior achievement in the theoretical and practical aspects of each of the Child Study courses, demonstrated ability to communicate with children and to foster their creative growth, manifested integrity, personal freedom, love of children, and dedication to the ideals of Villa Julie College and of the profession. The recipient is selected by the faculty engaged in the Child-Study program.

Villa Julie College Award

Presented to the outstanding graduate of the Transfer Program, the Villa Julie College Award honors the senior who has manifested intellectual interest, exhibited superior achievement in each division of the liberal arts, ranked in the top quintile of the class, and manifested

integrity, personal freedom, understanding, responsiveness, and creativity.

Dances and Mixers

Three dances are scheduled during the year: Freshmen Welcome Dance, Christmas Dance and Spring Formal, as well as periodic mixers.

Performing and Visual Arts

In addition to their participation in the cultural life of Baltimore through class assignments and personal interests, students have the opportunity to develop talents and to express creativity in one or more of the performing arts on campus: drama, art, modern dance, chorus and photography.

Lectures, Movies and Concerts

Such events are sponsored throughout the year by the Student Government for the enjoyment of the college and surrounding community.

Campus Days

Two days on which high school students are given the opportunity to visit the college, to sit in on classes, to talk with students and faculty, and in general, to learn about the college on a first-hand basis.

Founders' Day

An annual Festival of the Fine and Lively Arts is held in May. Through all the arts at its desposal -- music, dance, song, poetry, and drama -- the college community expresses awareness and celebration of itself and its world.

Honors Convocation

A final assembly of the students and faculty honors students who have achieved high academic standing and outstanding social accomplishments.

Baccalaureate Service

The final gathering of the class before graduation is commemorated through a baccalaureate service, designed through the input of the graduating seniors. Asking the blessing of God on the class as they are about to begin a new phase in their lives, students and parents are encouraged to share in this celebration.

Commencement

This is the climax of the academic year at which seniors, parents and friends attend the presentation of degrees and honors. Freshmen are invited to attend these exercises.

GENERAL INFORMATION AND REGULATIONS

ALCOHOL AND DRUG POLICY

The Villa Julie Community, recognizing the inherent dangers of alcohol and drug abuse to both the individual and the community, affirms such abuse to be contrary to our goals. Therefore, the use of alcohol and/or drugs is prohibited on the college campus.

To aid the individual involved in alcohol and drug abuse, counseling will be available through the resources of the Villa Julie Community as well as social agencies and psychiatric referrals.

Members of the community should also be aware that alcohol and drug abuse by an individual could result in further action.

Policy Approved by Administrative Council, April 1971

SNOW DAYS/ INCLEMENT WEATHER

Villa Julie College follows the snow policy of the Baltimore County Public Schools. Information about closing or late opening can be heard on radio stations in the morning. Please do not call the college.

When the Baltimore County Public Schools are closed, the college is closed. When the Baltimore County Public Schools open one hour late, the 8 o'clock classes scheduled for that day are canceled; the rest of the schedule is as usual.

PARKING AND CAR REGULATIONS

All student cars must be registered in the Student Activities Office. There is ample parking on the parking lots. Illegally-parked cars are subject to a $1.00 fine if parked other than between the white lines, or in the visitor parking area, or on the grass. Vehicles not registered are subject to a $10.00 fine. All fines must be met before final transcripts will be issued.

Please observe the 20 m.p.h. speed limit on campus.

SMOKING AND EATING

Because of fire prevention and housekeeping standards, smoking and eating are allowed in the Student Center dining and lounge areas only. There must be no smoking, eating or drinking in the library, classrooms, lecture rooms or hallways.

BULLETIN BOARDS

Bulletin boards are located in strategic areas throughout the college. In Founders' Hall and the Student Center, bulletin boards are designated for Student Government, college activities, outside events, placement, area cultural activities, foreign study, college transfer information.

TELEPHONES

The college telephone (301) 486-7348 is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Messages received for students will be placed in their mailboxes. Faculty and students will be called from class for emergency reasons only.

STUDENT CHANGES OF ADDRESS

All student changes of address and/or telephone numbers should be reported to the Registrar's office.

CARE OF BUILDINGS

The buildings will be open from 7:30 a.m. to 6:00 p.m., Monday through Friday. Students and their guests are expected to show maturity in their responsible treatment of Villa Julie College buildings and grounds.

Any need for repairs should be reported immediately to the Business Office.

For special use of the buildings, such as dances or other activities, permission must be received through the Business Office.

GUESTS ON CAMPUS

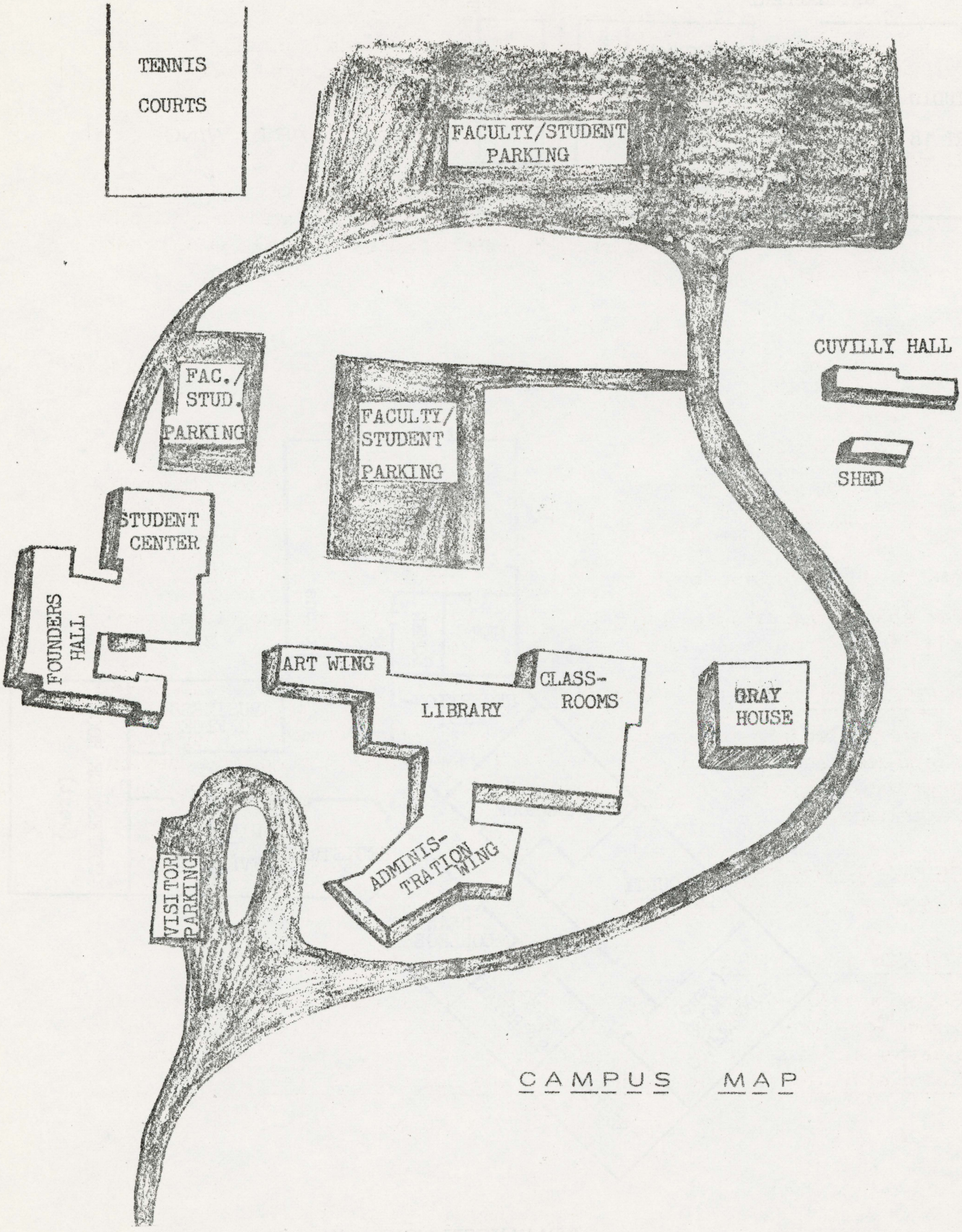
Guests of students may be entertained in the Student Center. They may also attend classes with the permission of the instructor. The college campus is private property, and guests may be asked to leave at the discretion of the college.

PETS/ANIMALS

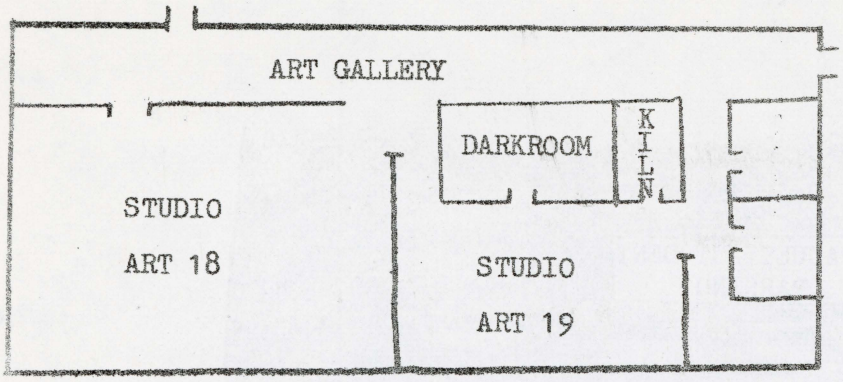
No animals are permitted to be brought on campus.

TUITION AND FEES

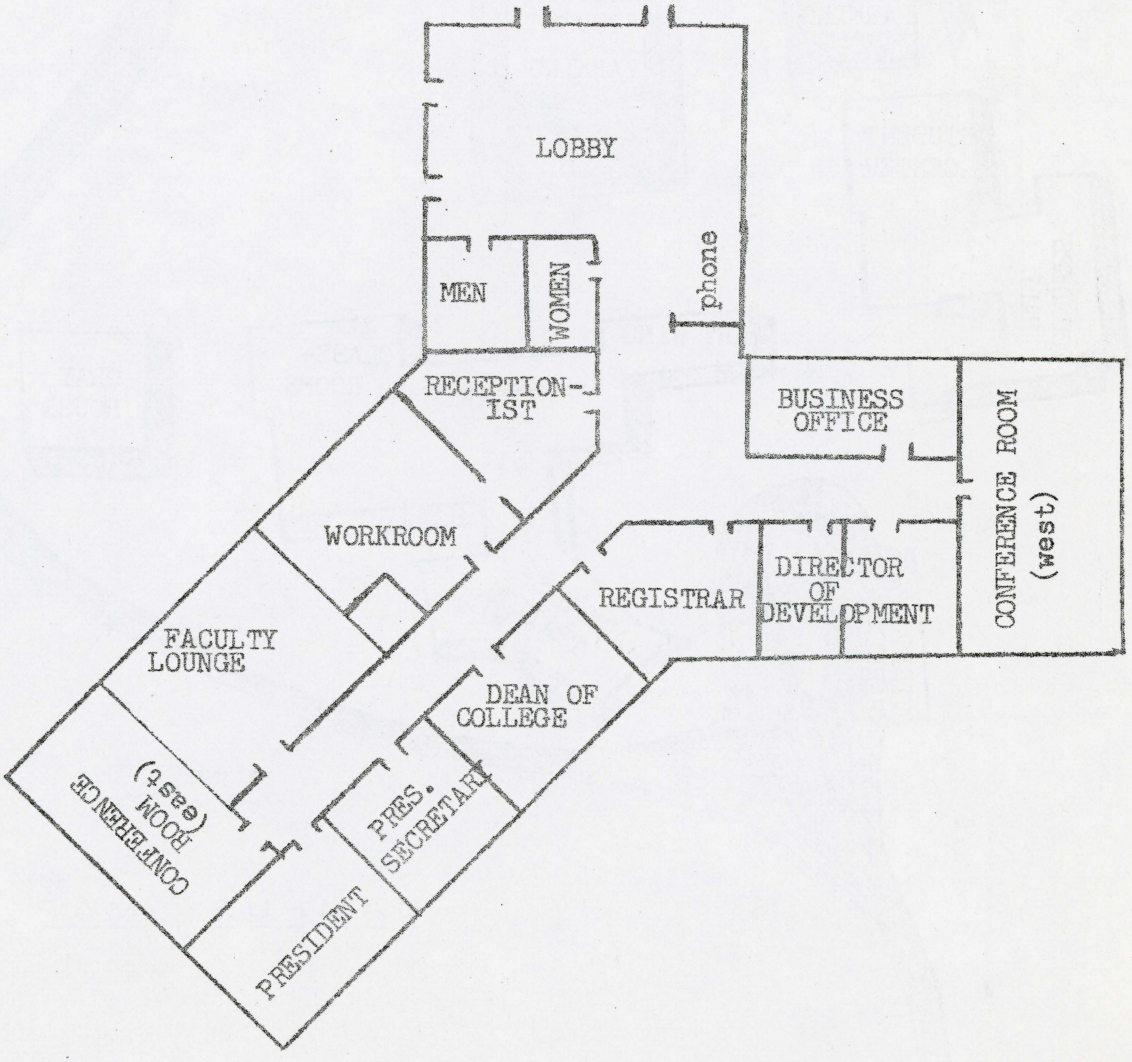
Payment in full of the tuition and fees for each semester is required on or before Registration Day of that semester. Students will not be admitted to classes until all financial requirements are met. Questions regarding financial matters should be directed to the Business Office.



GREENSPRING VALLEY ROAD



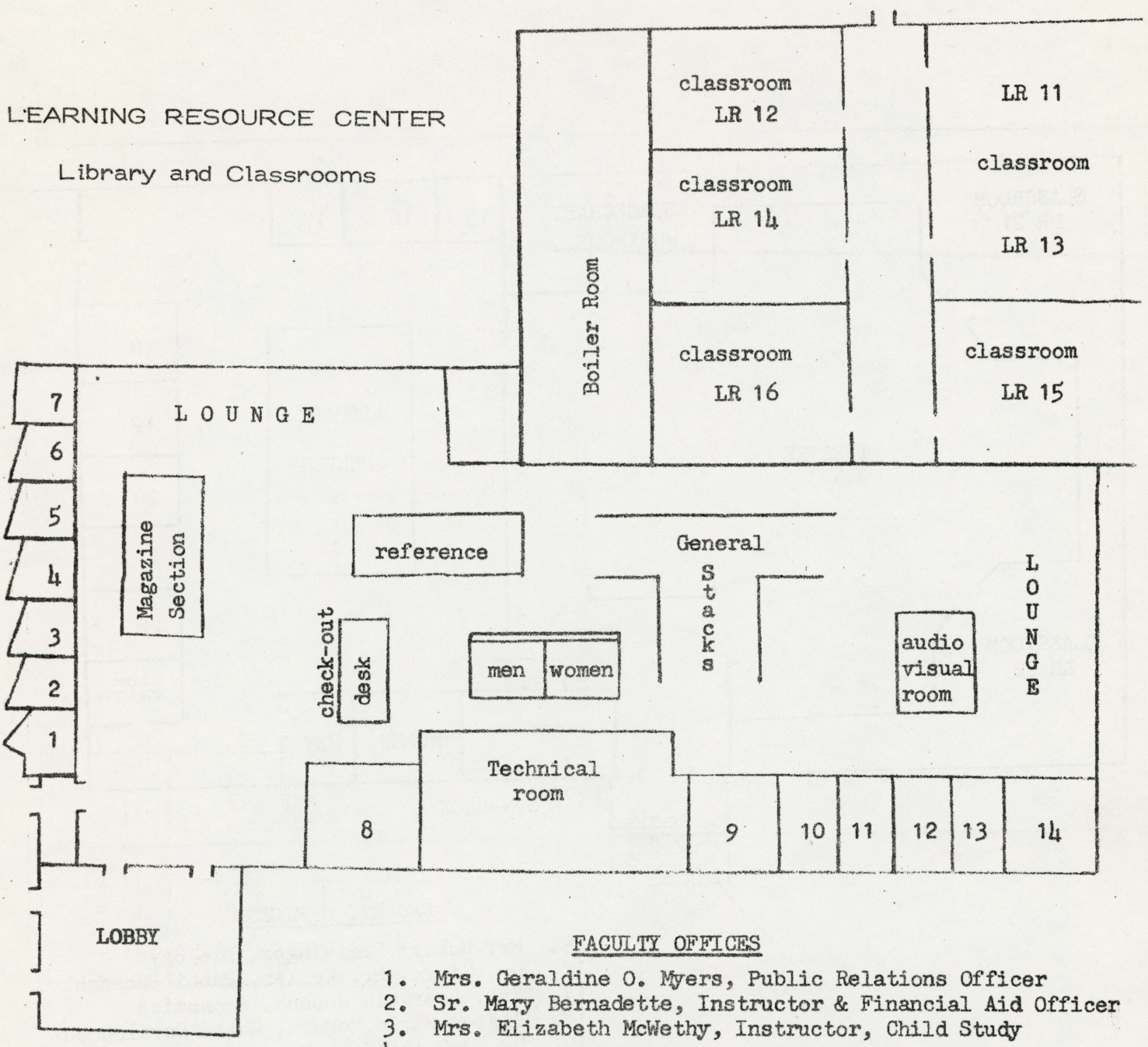
ART WING



ADMINISTRATION WING

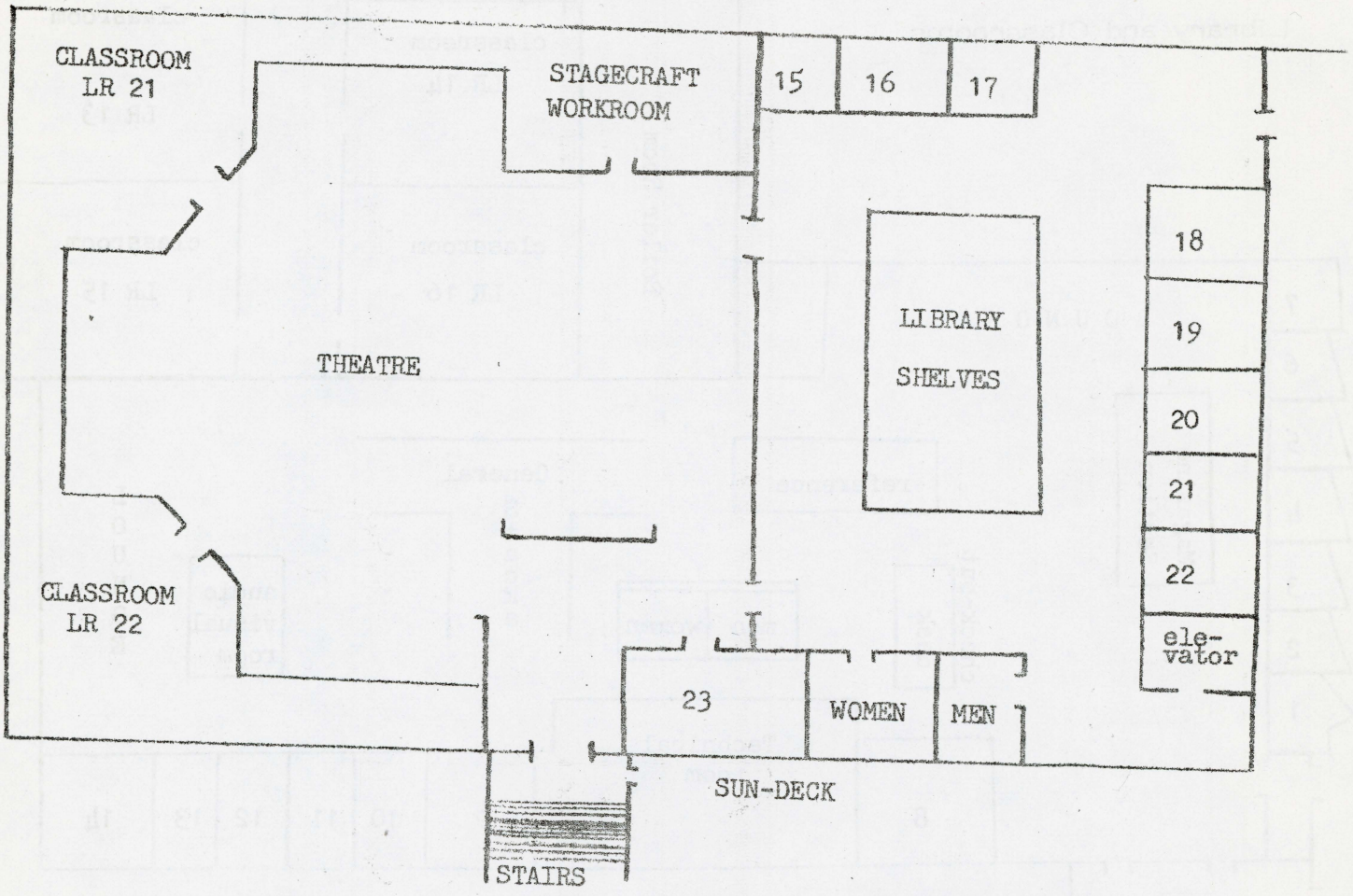
LEARNING RESOURCE CENTER

Library and Classrooms



FACULTY OFFICES

1. Mrs. Geraldine O. Myers, Public Relations Officer
2. Sr. Mary Bernadette, Instructor & Financial Aid Officer
3. Mrs. Elizabeth McWethy, Instructor, Child Study
4.
5. Dr. Cynthia Kerman, Instructor, English
6. Mrs. Irene Siegel, Instructor, Secretarial Studies
7. Typing Room
8. Mrs. Helene Jeng, Librarian
9. Listening Room
10. Faculty Room
11. Mr. Frank Pugh and Legal Instructors
12. Miss Claudia Floyd, Instructor and Transfer Div. Chairman
13. Dr. Sylvia Leonard, Instructor, English
14. Reading Room



FACULTY OFFICES

15. Mr. Robert Preisinger, Biology
16. Dr. Stern, Mr. Keller, Rabbi Buchdahl
17. Mrs. Patricia Joseph, Economics
18. Sister Marie McMain, Child Development
19. Dr. DeBrabander, Mr. Hidalgo
20. Mr. Tauber, Mrs. Benicewicz
21. Barbara Cleaves, Mr. Dennis Jelalien
22. Mrs. Muriel Heineman, Drama and Speech
23. Mrs. Sally Harris, Drama and Speech

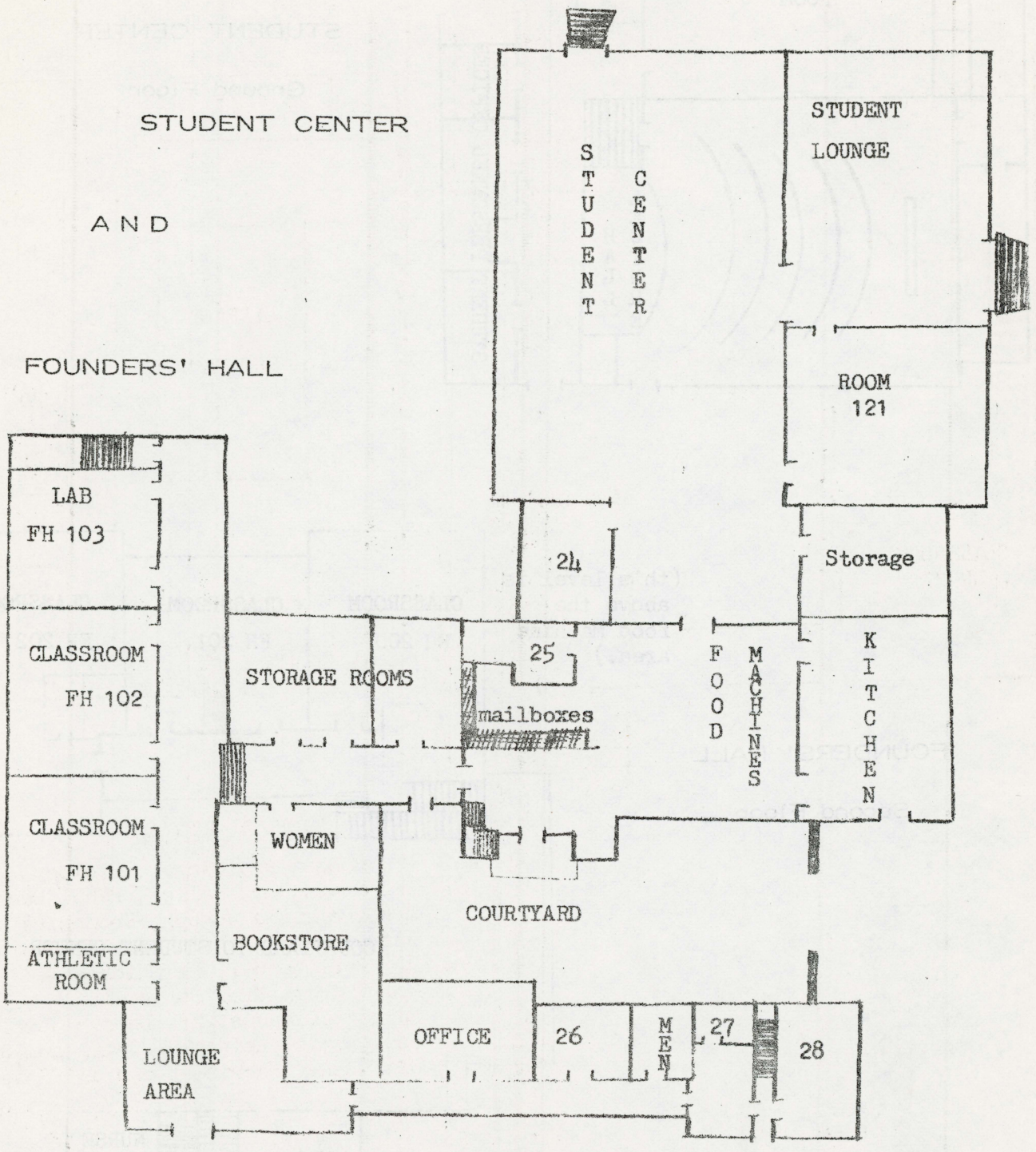
LEARNING RESOURCE CENTER

Second Floor

STUDENT CENTER

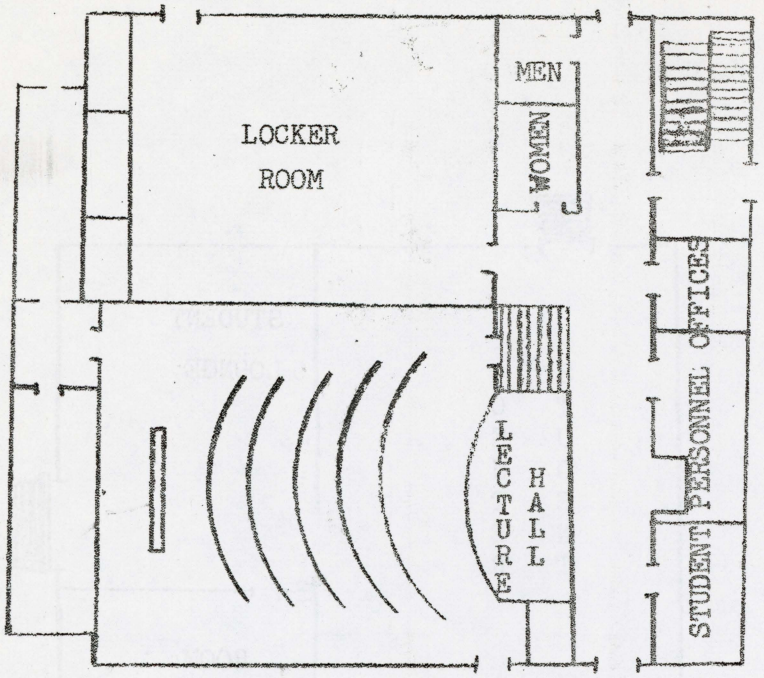
AND

FOUNDERS' HALL



OFFICES

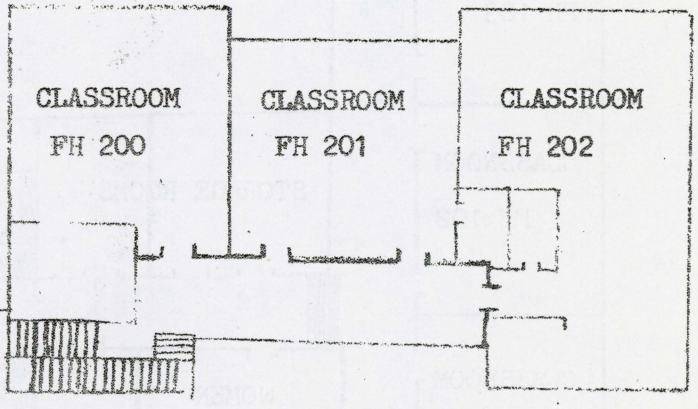
24. Student Government Office
25. Manus O'Donnell, Student Activities Director
26. Miss Polly Schultz, Chairman, Secretarial Studies
27. Mrs. Kay Mack, Medical Lab Technology
28. Robert Koermer, Admissions Director



STUDENT CENTER

Ground Floor

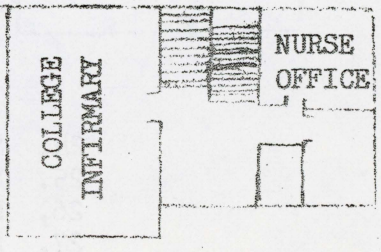
(this level is above the food machine area.)



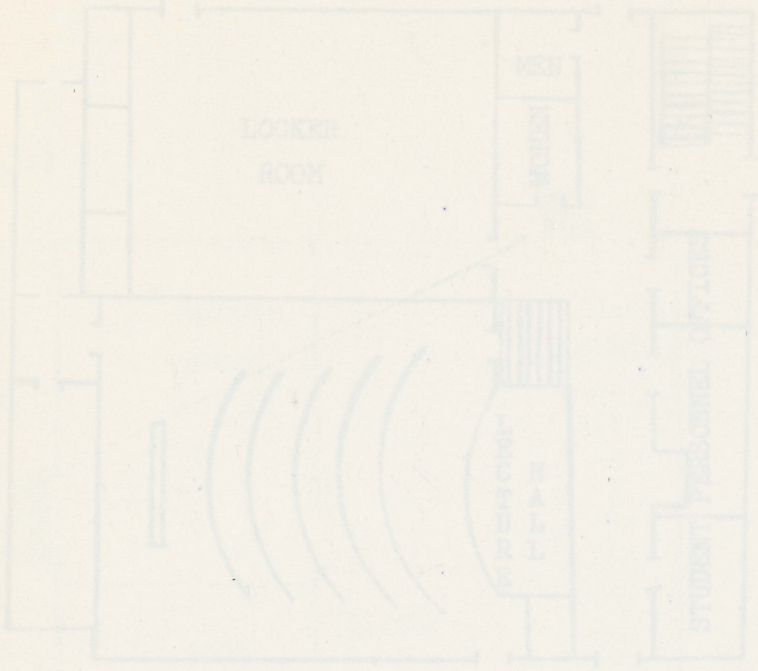
FOUNDERS' HALL

Second Floor

COURTYARD TO STUDENT CENTER



(this level is above the Admission's Office)



STUDENT CENTER

Ground Floor

(this level is above the food machine area.)

CLASSROOM FH 200

CLASSROOM FH 201

CLASSROOM FH 202

FOUNDERS' HALL

Second Floor

COURTYARD TO STUDENT CENTER

MEN

WOMEN

NURSE'S OFFICE

(This level is shared by Administration offices)